



Women, Infants & Children Program
Utah Department of Health
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POLICY MEMO

Memo #: 2012-3-P Effective: Immediately

Date: 11/22/11

Subject: Revised VISION Policy and Procedures Manual

To: All Local WIC Directors and Local WIC Clinic Staff

From: Chris Furner, Program Manager

Attached along with this memo is a new revision of the VISION Policy and Procedures Manual. This revision is dated November 22, 2011. The new revision supersedes all previous revisions. The updated policy manual has been posted to the Utah WIC web site at:
<http://www.health.utah.gov/wic/policy.php>.

The VISION policy manual is subject to additional changes as needed until it is incorporated into the regular FY13 P&P next year.

Note:

This manual is not merely a policy manual, but mostly contains procedures; including critical instructions as well as tips and tricks for using the VISION system. It is important that the end user reads and understands the sections that are applicable to their clinic responsibilities.

The following changes, additions or deletions were made. New text added since the previous revision is highlighted in yellow:

- A. Definitions, page 3, Definition of “Dual” as pertaining to the VISION system added.
- C.11 page 9, Policy added that VOCs are only used for out of state transfers. When a VOC is used, a comment should be entered explaining the reason such as “Out of state transfer”.
- E.4 page 15, Clarification that “When the toner is low (at 16%) a warning message will appear and the printer will stop printing. The toner must be changed to continue printing.”
- E.5 page 16-17, policy change that check stock inventory and adjustments must be completed at least monthly (no longer weekly). In the Explanation box, staff should include the quantity counted as a reference. This will aid State staff in verifying that inventory adjustments have been completed correctly.
- E.10 page 19, void reason definitions and uses added.
- G.5 pages 25-27, Additional critical instructions given regarding preventing and resolving dual participants in the VISION system. These instructions include pointers on properly

using the advanced search, how to daily (each morning) resolve the Intrastate Dual Participation screen, and how to request that the Help Desk merge and delete duals that have been found.

- G.7 page 27, policy added regarding reinstatement during the certification period.
- H.2 page 40, clarification on proration of cheese.
- H.5 page 44, instruction added regarding dealing with converted food packages that were converted for future month issuance.
- K.2 page 54, note added regarding providing benefits during the 15 day notification period for women who have stopped breastfeeding.